

PROJECT MANAGER

DEFINITION:

Under the direction of the Department Director, performs work of considerable difficulty managing and coordinating the preparation, implementation and management of City and Redevelopment programs and/or projects.

CLASS CHARACTERISTICS:

This is a mid-management level classification.

This position requires skilled professional and technical work of a highly responsible nature; demonstrated project management skills; the ability to communicate and interact with other departments, Agency members, and the public; the application of knowledge and skills gained through specialized training and experience; the exercise of considerable initiation and discretion; and the use of seasoned judgment. The scope and/or diversity of project objectives and the project budget is less than that assigned to the Senior Project Management level.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Manage specific CIP projects including feasibility analyses, pro forma evaluations, and design, and project development.
2. Assist in developing department-wide goals, policies, procedures, and plans such as business attraction and retention strategies.
3. Prepare special studies, RFPs, and reports related to economic development, housing, and redevelopment.
4. Negotiate, prepare, and administer contracts.
5. Work/coordinate architects, consultants, and other City departments through the conceptual design, schematic design, and design development phases of community facilities, including management of community input process.
6. Meet with, advise, and negotiate with developers/businesses regarding complex redevelopment, and economic development issues.
7. Manage land acquisition processes.

PROJECT MANAGER

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related work as required.

QUALIFICATIONS:

Knowledge of:

1. Knowledge of the role of City government in Morgan Hill and its relationship with other governmental agencies.
2. Real estate procedures and documents.
3. Construction management.
4. Pro forma analysis and economic evaluation.
5. Methods and techniques of project management.
6. Capital financing methods and procedures.
7. Research methods and personal computer applications.
8. Budget preparation and control.
9. Project management techniques.

Skill in:

1. Negotiating complex redevelopment agreements and financial and business assistance packages.
2. Interfacing with business clients, developers, government officials, community leaders and others.
3. Exercising resourcefulness in meeting and resolving problems.
4. Making presentation to the City/Agency developers, businesses, and the general public.

PROJECT MANAGER

5. Work with other departments in a supporting role.

Ability to:

1. Ability to analyze complex problems, make rapid decisions within the scope of authority and to recommend effective action.
2. Develop and maintain effective working relationships with those contacted in the course of the work, including other City departments.
3. Use initiative and sound independent judgment in the course of undertaking assigned responsibilities.
4. Prepare and present comprehensive technical reports and proposals.
5. Organize work, set priorities, meet critical deadlines and complete assignments with minimal supervision.
6. Plan, organize, coordinate, and supervise work of professional consultants and Agency/City staff as directed.
7. Coordinate and manage effectively all aspects of a complex multi-functional project management activity.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four year college with major course work in business administration, public administration, economics or urban planning.
3. Three years of responsible experience in economic development, redevelopment, construction management, or directly related field. A Masters degree may be substituted for up to 2 years experience.
4. Any combination of training and experience in architecture, planning, public or business administration or related field equivalent to six (6) years of increasingly responsible professional level planning or staff work including at least two (2) years directing and managing a large and complex development or redevelopment project.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

PROJECT MANAGER

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Telephone
4. Copy machine
5. Automobile
6. Fax machines
7. Calculator
8. Camera
9. Presentation materials

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Driving
6. Speed in meeting deadlines
7. Manual dexterity
8. Lifting up to 10 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 65% of the time
2. Travel: varying conditions, 35% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels.

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying city street levels
3. Hazards: touring properties that are undeveloped, in various states of development, including properties where construction is in progress